



Dedham Public Library

Massachusetts. Minuteman

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Dedham Public Library Collection Development Policy

The purpose of the Collection Development Policy is to guide librarians and inform the public about the principles upon which selections are made. Libraries in Massachusetts are required by law to adopt a written policy for the selection of library materials (M.G.L. Ch. 78, Sec. 33). The Library Board of Trustees should review this policy every two years or so to ensure it still meets current needs.

Responsibility for Collection Development

The Library Board of Trustees delegates to the Library Director the authority and responsibility for selection and management of all print, non-print and electronic materials. Actual selection and management activities are shared among trained library staff.

Criteria For Selection and Process

1. Books and all other library materials are selected on the basis of literary, educational, informational, and recreational value.
2. No title is excluded on the basis of moral, racial, religious, or political prejudice. Titles are selected, within the limitations of the budget, on the basis of critical consensus among recognized subject authorities. Materials covering opposing viewpoints and controversial issues are important so that as citizens, patrons may develop analytical, critical thinking, and evaluation skills.

3. Suggestions from patrons are encouraged and will be given due consideration.
4. Patrons who object to the inclusion of a specific title into the public collection must submit a detailed written complaint to the Library Director. The retention or deletion of materials will be determined by the Board.
5. The Library endorses the American Library Association's [Freedom to Read](#) and [Freedom to View](#) statements, [The Library Bill of Rights](#), and the statements on [Labeling Library Materials](#), [Access to Electronic Information, Services, and Networks](#), and [Free Access to Libraries for Minors](#).

Schools

The Dedham Public Library makes every effort to work closely with surrounding schools. The library's collection is designed to complement rather than furnish material for school curriculum. The Dedham Public Library does not purchase textbooks, but it does purchase multiple copies of books to meet the needs of the school summer reading lists.

Minuteman Library Network

The Dedham Public Library is a member of the Minuteman Library Network and shares resources accordingly, however, it should not necessarily depend on other member libraries to fill requests for materials that are within its scope of purchase. The Minuteman Library Network also has its own collection development policy regarding eBooks and databases.

Gifts

Gifts that are accepted are done so without condition and may be disposed of if considered redundant, inappropriate or otherwise not useful to the collection. When gifts are offered under conditions, the Board of Trustees will make the decision regarding acceptance of the gift and conditions.

Materials that enhance the collection will be added to the collection in accordance with the guidelines of "Criteria for Selection and Process." Not all gifts will be added to the collection. Gifts that are not accepted and are in good condition will be passed along to the Friends group for inclusion in its book sales. The Dedham Public Library does not accept textbooks, old encyclopedia, almanacs or any other material that librarians identify as "serials." Once a book is accepted into the collection, it is subject to the criteria that cover the entire collection.

The Dedham Public Library will not appraise gift books for tax purposes. The Library will, upon request, provide to the donor a written receipt indicating only the number of items and a general description of the material.

Gifts may be accepted as memorials and honorariums. These gifts are subject to the "Criteria for Selection and Process." A special bookplate with the appropriate inscription will designate accepted material.

Voted and approved by the Board of Library Trustees: July 18, 2012
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